



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u>	<u>Interviewer:</u> Mallory Sullivan	RFA #17 –25
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Sexual Assault by another Western Student		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☒

Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input checked="" type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
2/28/2017	[REDACTED] call to EO (Mallory & Sue)	[REDACTED] called to report a possible sexual assault disclosed to advisor [REDACTED]. Student is [REDACTED]. Alleged assaulter is an Western student involved in the [REDACTED] program. The person is known to [REDACTED] but not share with [REDACTED].
3/4/2017		[REDACTED] met with [REDACTED] again and informed that EO would contact.
3/7/2017	Mallory call to [REDACTED]	Confirmed student is currently feeling safe and [REDACTED] provided yellow card and resources. Student appeared open to contact from EO.
3/7/2017	Mallory call to [REDACTED]	No answer.
3/7/2017	[REDACTED] call to Mallory	[REDACTED] is aware of the EO office and her reporting options. She is focusing on school right now since it is the end of the quarter and considers talking with EO after the start of next quarter. Agreed that Mallory would call back near start of spring quarter.
4/4/2017	Mallory call to [REDACTED]	Follow-up call [REDACTED] agreed to come meet with EO. Set appointment for

		4/13 at noon. Mallory sent email to confirm appointment. (A couple calls back and forth to connect).
4/13/2017	Appointment no show	
4/18/2017	Mallory email to	Follow-up email after no-show. Invitation to reschedule.